



BWS Parents' Association (BWSPA) Annual General Meeting
All Parents Welcome
7.30 pm on Thursday 4 February 2021

Join on your computer or mobile app

[Click here to join the meeting](#)

If you have any queries/comments please email: parents.association@bws-school.org.uk

AGENDA

Item	Action
1. Welcome and Apologies (RJ)	Inform
2. Minutes of the Previous AGM held on 7 November 2019 to be agreed (RJ) (see BWSPA/Constitution, Committee Membership & Minutes webpage for minutes of previous AGM)	Agree
3. AGM Reports The following reports have been posted on the BWSPA webpage for comment by all members: a) President of the BWSPA – Headmaster (SDS) b) Report of the Trustees and Financial Statements for the Year Ended 31 July 2020 for Bishop Wordsworth's School Parents' Association	Information
4. Discussion of Comments raised via emails received prior to the meeting and during the meeting and Approval of the AGM Reports	Discussion/ Due Process
5. Election of Auditors	Due Process
6. Election of Office Holders (NB) Chair Vice-Chair Treasurer Assistant Treasurer Secretary (Minutes) Assistant Secretary 1000 Club Organiser a) See below for details of current office holders and vacancies. b) The Parents' Association is currently seeking a Vice-Chair and an Assistant Secretary but anyone is welcome to stand for any role. c) Summaries of the Chair, Treasurer and Secretary roles is listed on page 2	Due Process
7. Votes of thanks to outgoing Committee Members (Chair)	Appreciation
8. AOB	Discussion

Current Officers:

President (ex officio) Dr Stuart Smallwood
 Chair Rob Jones (currently Acting Chair) - standing for Chair for 20/21
 Vice-Chair **vacant**
 Treasurer Julia Forder - staying on for Treasurer for 20/21
 Assistant Treasurer Tarun Khurana - staying on for Assistant Treasurer for 20/21
 Secretary Nicolette Beardsmore - outgoing;
 Kate Doyle (currently Assist. Secretary) - standing for Secretary (Minutes) for 20/21
 Assistant Secretary **vacant**
 1000 Club Organiser Iain Oxley - staying on

BWSPA Committee Roles – summaries of responsibilities

CHAIR leads the committee, ensuring the PA is run in line with its constitution and according to the wishes of all members

Typical responsibilities:

- a) Setting dates and confirming details of meeting agendas with the President and Minutes Secretary
- b) Managing meetings according to the agenda and remaining impartial while doing so
- c) Ensuring meetings are held fairly and contributions from everyone are welcomed
- d) Writing the annual report for the AGM
- e) Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- f) Being one of the designated signatories on the bank account
- g) Getting to know members and welcoming and encouraging new volunteers
- h) Drawing up the annual calendar of events
- i) Being the primary link to the school and representing the BWSPA at School events
- j) Ensuring the Association is registered with regulatory bodies, eg the Charity Commission, and submitting reports where necessary

Vice-Chair

The Vice-Chair supports the Chair in the above role with a view to progressing to that role after 1 of 2 years in post.

TREASURER - manages and controls funds according to the wishes of the committee

Typical responsibilities:

- a) Reporting finances at meetings in a clear, concise way that all members can understand
- b) Preparing a financial report for the AGM
- c) Maintaining up-to-date records of all the financial activity
- d) Organising floats for fundraising events
- e) Ensuring money is kept safely before and during events, and banking takings afterwards
- f) Reporting income and expenditure information after events
- g) Managing Gift Aid claims
- h) Completing the Charity Commission annual return and getting accounts audited where necessary
- i) Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- j) Ensuring bank cards and cheque books are safely stored
- k) Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

Assistant Treasurer

The Assistant Treasurer supports the Treasurer in the above role with a view to progressing to that role after 1 of 2 years in post.

MINUTE SECRETARY

Main purpose of role: To ensure the runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications

Typical responsibilities:

- a) Working with the Chair to prepare for and run meetings
- b) Preparing and circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- c) Helping the Chair in planning the AGM and preparing the annual report
- d) Taking minutes during meetings, typing them up, distributing them to committee members (once approved by the Chair and Headmaster) together with an action list and posting PDF copies on the website (via the ITC Network Manager)
- e) Maintaining the records, including minutes and member contact details

Assistant Secretary

The Assistant Secretary supports the Minute Secretary in the above role with a view to progressing to that role after 1 of 2 years in post.



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1. Welcome and Apologies (Chair)
2. Minutes of the previous Meeting held online on 21 January 2021 (Chair) (these will be posted on the BWSPA/Constitution, Committee Membership & Minutes webpage shortly)
3. Matters Arising (not addressed covered elsewhere in the agenda)
4. Proposals for Fundraising Objectives for 2101 (Chair) Members are invited to submit suggestions for fundraising objectives for the coming year to the Chair via email parents.association@bws-school.org.uk . Current suggestions include buying: a) Subscription for Headspace for the pupils b) Wellbeing pod
5. Recent Activities Christmas Inspiration Brochure – follow up (PC/NB)
6. Planning for Future Events/Activities a) Easter Draw – Spring 2021 and BWSPA website (TK/KMW) b) Suggestions for social events/activities that meet social distancing restrictions. These currently include: Online bingo competition for year groups Enabling pupils to post and share online what they've been doing during lockdown A list of the BWSPA's annual activities is attached.
7. Dates of Future BWSPA Socials & Meetings – to be held at the School unless lockdown tier restrictions continue, in which case meetings will be held online via Teams All meetings start at 7.30 pm and are limited to 1.5 hours Thursday 11 March 2021 Tuesday 11 May 2021 Thursday 24 June 2021

BWSPA Diary Dates 2020/21

Many events have been cancelled due to the pandemic.

New items appear in **red**

Event	Date
1000 Club	<i>Ongoing</i>
Year 12 Induction Evening (Bar)	Cancelled – School held the event online
BWSPA Social & Committee Meeting	✓ Thursday 17 September 2020
Year 7 Skittles Evenings:	Cancelled
BWSPA Social & Committee Meeting	Cancelled
BWSPA Social, AGM & Committee Meeting	Tuesday 10 November 2020 Postponed
2nd hand uniform sale	TBC – November 2020 Cancelled
Mothers & Sons Event	No plans made due to Covid
Christmas Fayre (including 2nd hand uniform sale)	Cancelled and replaced with <i>Christmas Inspiration Brochure</i> published in November and December 2020
BWSPA Christmas Draw	TBC – December 2020 Cancelled to be replaced by Easter Draw
BWSPA Social & Committee Meeting	Tuesday 12 January 2021 Rescheduled for Thursday 21 January 2021 on Teams
Quiz Night	TBC – February 2021 Cancelled
2nd hand uniform sale	TBC – Saturday am in March 2021 Cancelled
BWSPA Social & Committee Meeting Venue: 6 th Form Study Room or Teams mtg online	Thursday 11 March 2021
BWSPA Easter Draw to run Monday 22 February - Friday 26 March.	Drawn at BWS on Monday 29 March 2021
Fathers & Sons Evening	TBC – March 2021 Cancelled
BWSPA Social & Committee Meeting Venue: 6 th Form Study Room or Teams mtg online	Tuesday 11 May 2021
Year 7 Induction Evening	<i>TBC - June 7 – 9 pm</i>
2nd hand uniform sale	<i>TBC – Saturday am in June</i>
Rain or Shine Theatre Production 'She Stoops to Conquer'	Saturday 26 June 2021
BWSPA Social & Committee Meeting Venue: 6 th Form Study Room or Teams mtg online	Thursday 24 June 2021
BWSPA Summer Ball	<i>TBC - July 2021</i>
BWSPA Summer Draw	<i>TBC - July 2021</i>
2nd hand uniform sale	<i>TBC – July – coincide with Year 7 taster day</i>
End of School Year Event	<i>TBC – Last week of term in July</i>